Enterprise Application Security Solution (ESEC)
dotGrants Delegated Administrator (DA) User manual
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Delegated Administrator Registration Approval
The screenshot below displays the email the Delegated Administrator receives confirming their submission of registration.

Request under review for access to dotGrants

DONOTREPLY@pa.gov
Wed 10/30/2019 1:43 PM

To: pdftstsecb;

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Thank you for submitting a request to access to dotGrants. Your request is currently under review.

**What happens next?** Once reviewed, you will receive an email notifying you of your access status.

**Questions?** For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.
The screenshots below display the emails the Delegated Administrator receives confirming their registration (contains their b-ID & temporary password):

**Request Approved: Enterprise Business Partner Registration for dotGrants**

To: pdistsecb;

**Action Items**

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Business Partner ID (B-) is: b-sasol.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? For information on registration and access, please contact the PennDOT IT Service Desk at (855)-783-8330.

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**Business Partners Account Information**

To: pdistsecb;

**Action Items**

Please do not reply to this e-mail, all replies are sent to an unmonitored account.

Your Temporary Password for dotGrants is $f8z6rXG0

Please note that this temporary password will expire In 24 hours. If you log in after 24 hours, you will have to use the “forgot password” process to obtain another temporary password.

Please wait for a follow-up e-mail from dotgrantsAdmin@pa.gov that you will receive when your access has been authorized.

Questions? If you did not authorize this change, or if you believe an unauthorized person has accessed your account, please immediately contact the PennDot IT Service Desk at (855)-783-8330.
The Delegated Administrator logs into dotGrants website (https://dotgrants.penndot.gov/dotGrants/Welcome/), enters their username (b-ID) and temporary password, and clicks the Sign in button.

**Note:** In case you don’t remember your password, clicks the “Forgot your password?” link to access the password recovery task.
The Delegated Administrator enters a new password, confirms their password, then clicks Next.
The Delegated Administrator selects three different security questions from the list, provides answers for each question, and clicks Next to advance.

**Note: this step is only applicable to DA accounts that are pre-loaded.**
The Delegated Administrator reads the User Release Agreement, checks the *I understand* and *agrees* statement then types their *Full Name* into the field as an E-signature. Then clicks Finish.

**Note:** this step is only applicable to DA accounts that are pre-loaded.
The Delegated Administrator can access the user management portal at (URL) as shown below:
https://idservices.penndot.gov/iam/im/businesspartners/
Business Partner User Registration Approval
The DA receives an email requesting approval for a Business Partner user registration, they are then required to click the link provided in the email, enter their credentials and click on the View My List icon to take action:

A new Business Partner Registration Request, created on 10.21.19, requires your approval. This request has been added to your work list. More information about the request is mentioned below:

- Username: b-xbrand has initiated a request for approval on 10.21.19.
- First Name: Xavier
- Last Name: Brand
- Email: pdot@psx.gov
- Phone Number: 123-000-0000
- Position Title: Admin, Tamp
- Address: Test
- City: Test-City
- State: Alabama
- County: Test-County
- Zip Code: 17300
- Organization Name: Brecknock Township
- Application Name: dotGrants
- Access Justification: ESTC Internal validations - Approval screen

This user has signed the user release agreement. A record of user signature has been stored as follows:

MD 205, 10/21/2019 10:08:49 AM, Xavier Brand

Please login via this link to take further action on this request.

The DA also receives Request for Access submissions and follows a similar process for approval.
The DA selects the specific View My Worklist item and is then taken to an approval screen as shown below:

DA selects either “Approve, Reject or Reserve Item”
The screenshot below displays the Delegated Administrator (DA) user tasks:

**Disable User:**
Allows the DA to disable a Business Partner user

**dotGrants Registration Invite:**
Allows the DA to send a registration link to users who are part of his organization by entering email IDs of these users

**Modify User Access and Profile:**
Allows the DA to make changes to a selected existing Business Partner user (update email & revoke and assign access roles)

**Reset User Password:**
Allows the DA to reset an existing Business Partner user’s password

**Update Organization:**
Allows the DA to update organization details (mailing address)

**View My Work List:**
This displays pending action items for the DA to take action on (approve, reject or reserve)

**Manage My Profile** section allows the DA to update their own email ID, password and security questions and answers
The screenshot below displays the Disable User screen:
The screenshot below displays the Disable User screens:

**Disable User: b-tpams**

- **Required**

**User Information**

- **User ID**
  - b-tpams
- **First Name**
  - Test
- **Email**
  - pdtsdsoch14@pa.gov
- **Last Name**
  - Pams
- **Primary Phone**
  - 123-006-0060

- **Submit**  **Cancel**

**Task completed successfully**

- The user account has been successfully disabled.

**RETURN TO IDENTITY SERVICES PORTAL**
The screenshot below displays the dotGrants Registration Invite screen:

- **Send Registration Invite**

  - Enter email addresses, separated by semicolon(s)

  c-khemasi@pa.gov

  An email notification will be sent to the user along with the registration link.
The screenshot below displays the Modify User Access and profile screens:
The screenshot below displays the Modify User Access and Profile screen:

**User Information**

- **User ID**: b-pdev
- **First Name**: Paul
- **Last Name**: Dev
- **Email**: pdtstesecb25@pa.gov
- **Mobile Number**: 123-000-0000
The screenshot below displays the Reset User Password screen:
The screenshot below displays the Reset User Password screens:

**Search for a user**
Search for a user
where User ID = b-pdev

**Search Results**

<table>
<thead>
<tr>
<th>Select</th>
<th>User ID</th>
<th>Last Name</th>
<th>First Name</th>
<th>Email</th>
<th>Organization Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>b-pdev</td>
<td>Dev</td>
<td>Paul</td>
<td><a href="mailto:pdstseck25@pa.gov">pdstseck25@pa.gov</a></td>
<td>PspDEVorg2315</td>
</tr>
</tbody>
</table>

**Reset User Password : b-pdev**

**User Information**

<table>
<thead>
<tr>
<th><strong>Required</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>User ID</strong></td>
</tr>
<tr>
<td>b-pdev</td>
</tr>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td>Paul</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td>Dev</td>
</tr>
<tr>
<td><strong>Email</strong></td>
</tr>
<tr>
<td><a href="mailto:pdstseck25@pa.gov">pdstseck25@pa.gov</a></td>
</tr>
</tbody>
</table>

*Click on "Submit" to send a temporary password to the user's registered email.*
The screenshot below displays the Update Organization screen:
The screenshot below displays the View My Work List screen:

<table>
<thead>
<tr>
<th>Select</th>
<th>Status</th>
<th>Name</th>
<th>Last Updated On</th>
<th>Initiated By</th>
<th>Workflow Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Registration Pending for New user - &quot;(IDM Upgrade)&quot; for Inspection Application</td>
<td>9/3/19 3:41 PM</td>
<td>b-upgrada</td>
<td>Event Level Workflow</td>
</tr>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Registration Pending for Business Partner Organization - &quot;(placardOrg0712)&quot;</td>
<td>9/17/19 2:27 PM</td>
<td>placardOrg0712</td>
<td>Event Level Workflow</td>
</tr>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Registration Pending for New user - &quot;(placard testone)&quot; for Placard Application - enola .17025</td>
<td>9/17/19 3:06 PM</td>
<td>b-pltestone</td>
<td>Event Level Workflow</td>
</tr>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Registration Pending for New user - &quot;(Nora Admin)&quot; for APRAS Application</td>
<td>10/24/19 2:47 PM</td>
<td>b-noradmin</td>
<td>Event Level Workflow</td>
</tr>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Pending for Existing user - &quot;(Paul Dev)&quot; for PSAPT Application</td>
<td>10/25/19 12:27 PM</td>
<td>b-pdev</td>
<td>Event Level Workflow</td>
</tr>
<tr>
<td>☐</td>
<td>☘</td>
<td>Approval - Registration Pending for New user - &quot;(Deon Taylor)&quot; for PSAPT Application</td>
<td>10/25/19 12:29 PM</td>
<td>b-deontaylor</td>
<td>Event Level Workflow</td>
</tr>
</tbody>
</table>